DOCUMENT RESUME

ED 141 632 08 CE 011 965

TITLE An Adult Prescriptive Program for Levels of Employment--Career Oriented Education (Apple Core). Bulletin #1258. An Adult Education Curriculum Guide Based on Instructional Materials Related to the Occupational Needs of Employees. Booklet 3. Annotated Bibliography.

INSTITUTION Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C. Div. of Adult Education.

BUREAU NO V0016VA

PUB DATE [75]

GRANT OEG-0-74-1811

NOTE 20p.; For related documents see CE 011 961-967

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.

DESCRIPTORS Adult Basic Education; Annotated Bibliographies; Curriculum Guides; Daily Living Skills; *Instructional Materials; *Job Skills; *Job Training; *Mathematics Instruction; *Reading Instruction; Reference Materials

IDENTIFIERS Louisiana

ABSTRACT

This booklet along with six others comprises a curriculum guide developed for adult education supervisors and teachers of undereducated workers or job seekers whose inability to develop the skills and obtain the knowledge necessary to meet the requirements of the working world are primarily due to a lack of competence in reading and math skills. This third booklet is an annotated bibliography of 121 instructional materials developed as a reference for teachers involved in career-oriented adult educational programs for undereducated workers. (Booklets 4-7 contain the instructional programs developed in each of the following areas: Manufacturing, municipal government, health services, and construction.) (EM)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED141632

AN ADULT PRESCRIPTIVE PROGRAM FOR LEVELS OF EMPLOYMENT— CAREER ORIENTED EDUCATION (APPLE CORE)

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

An Adult Education Curriculum Guide
based on
Instructional Materials Related to the
Occupational Needs of Employees
(Developed and Prepared by Project Apple Core Staff)

Bulletin #1258

BOOKLET 3
Annotated Bibliography

Funded under the
Adult Education Act of 1966, as amended,
through the Division of Adult Education,
United States Office of Education
Department of Health, Education, and Welfare

Grant Number OEG-0-74-1811
Project Number V00?5VA

OE011965

ANNOTATED BIBLIOGRAPHY
INSTRUCTIONAL MATERIALS

American Bible Society. Good News for New Readers Series A. New York: 1973.

American Bible Society. Good News for New Readers Series B. New York: 1973.

These two books contain short bible stories for adults reading above third grade level.

Arnold, Dorie and Katye Lee Posey. Do It Yourself. Phoenix, New York: Frank E. Richards Publishing Company, 1971.

A manual describing the use and care of simple tools and materials commonly found in the home, including projects and activities.

The following five publications written by Bea Avery are to be used as supplementary reading materials for the New Streamlined English Series:

Avery, Bea. Cars, Cars, Cars. Alhambra, California: California Literacy, Inc., 1968.

The book is written at Level 1. The exercises give practice in reading and comprehension and the subject matter revolves around an auto repair shop.

Avery, Bea. Hills Garden Shop. Alhambra, California: California Literacy, Inc., 1971.

The book describes a retail nursery business and is written at Level 1. Emphasis is placed on letter recognition and the various sounds letters make.

Avery, Bea. House Help. Alhambra, California: California Literacy, Inc., 1969.

The book is written at Level 1. The exercises give the student practice with vocabulary and reading for understanding.

Avery, Bea. More Money. Alhambra, California: California Literacy, Inc., 1968.

The book deals with a family's concern with getting and spending money and is written at Level 1.

Avery, Bea. Pollution - A Big Problem. Alhambra, California: California Literacy, Inc., 1970.

This is an informative book about the problems of pollution and is written at Level 1. Reading and vocabulary exercises are included.

Ball, John E. Practical Problems in Mathematics for Masons. Albany, New York: Delmar Publishers, 1973.

An up-to-date workbook that includes the metric system of measurement which is geared to masons. The workbook is keyed to the text, Basic Mathematics Simplified, by Olivo & Olivo.

Bradley, John G. Practical Problems in Mathematics for Machinists. Albany, New York: Delmar Publishers, 1973.

A workbook containing basic mathematics geared to the machinist. The workbook is keyed to the text, Basic Mathematics Simplified.

Buchanan, Cynthia Dee. Programmed Reading for Adults. St. Louis: McGraw Hill Book Company, 1966.

Book 1 - The Letters of the Alphabet
Book 2 - The Sounds of the Letters
Book 3 - From Words to Sentence
Book 4 - Sentence Reading
Book 5 - Paragraph Reading
Book 6 - Consecutive Paragraphs
Book 7 - Content Analysis
Book 8 - Functional Reading

A series of individualized programs of reading material for adults functioning from non-reader to third grade level. Begins with letters of the alphabet and numbers up to functional reading selections.

Butman, Grace A. New Fabrics, New Clothes and You. Austin, Texas: Steck-Vaughn, 1966.

The book is at the fifth-sixth grade level and includes interesting and enlightening situations encountered in selecting fabrics and ready made garments.

Cass, Angelica W. Reading Power Book 1. New York: Simon and Schuster, 1975.

Cass, Angelica W. Reading Power Book 2. New York: Simon and Schuster, 1975.

These two books are at reading level 0-3. Each book consists of short stories related to the needs and interests of adult life.

Caterpillar Tractor Co. One Safe Source. 1975.

The catalog describes the various types of caterpillar equipment.

Cattaneo, Frank. Shop Made Easy. Phoenix, New York: Frank E. Richards Publishing Company, 1971.

This book is designed to present the basic use of hand tools for wood, metal, mechanical drawing and plastics. The text is simple enough to allow the student to succeed in understanding the use of tools and materials in these four categories and be successful in attaining proper work habits and skills. Complete with projects. Fully illustrated. Each of the four sections is presented separately.

Colvin, Ruth J. and Jane H. Root. Read - Reading Evaluation - Adult Diagnosis. Chicago, Illinois: Follett Publishing Company, 1972.

The test, which is divided in three parts, has been developed to provide information needed by teachers who are concerned with reading instruction for adults. Part I tests the acquaintance the student has with words in general. Part II is a series of tests that provide an index of the student's word recognition skills. Part III provides the teacher with the general level of the student's functioning when he is using materials in context and provides an indication of the student's reading comprehension.

Colvin, Ruth J. and Jane H. Root. Tutor - Techniques Used in the Teaching of Reading. Chicago, Illinois: Follett Publishing Company, 1972.

A handbook for teaching basic reading to adults and teenagers. Step-by-step instructions are provided in this manual so that inexperienced tutors can apply professional approaches. The book is organized to provide for the following areas of competency in the teacher: ability to evaluate for placement, diagnosis, and achievement; ability to use various instructional methods; ability to plan an instructional lesson; and sensitivity to the needs of the nonreader.

Corcoran, Eileen L. The Getting Along Series of Skills. Volume I - After School is Out. Phoenix, New York: Frank E. Richards Publishing Company, 1975.

Corcoran, Eileen L. The Getting Along Series of Skills. Volume II. Al Looks for a Job. Phoenix, New York: Frank E. Richards Publishing Company, 1975.

Corcoran, Eileen L. The Getting Along Series of Skills. Volume III - A Job at Last. Phoenix, New York: Frank E. Richards Publishing Company, 1975.

Corcoran, Eileen L. The Getting Along Series of Skills. Volume IV - Money in the Pocket. Phoenix, New York: Frank E. Richards Publishing Company, 1975.

The Getting Along Series of Skills is four effective workbooks stressing activities in Reading, Spelling, and Arithmetic geared to adult interests.

Corcoran, Eileen L. and Ambrose L. Know Your Signs - Be a Better Driver, Book I. Phoenix, New York: Frank E. Richards Publishing Company, 1970.

Basic sign recognition developed for use with the beginning driver.

Corcoran, Eileen L. and John R. Pavka. What is Electricity? Phoenix, New York: Frank E. Richards Publishing Company, 1966.

Contains sections on the following topics: Source of Energy - What Have We Learned So Far? - Uses of Electricity - What Have We Learned About Electricity? - Some Electrical Experiments - Practical Electrical Repairs - What Do We Know?

Dogin, Yvette. Teen-Agers at Work. Phoenix, New York: Frank E. Richards Publishing Company, 1968.

An introduction to a work-study program with a variety of instructional materials in English, Arithmetic and Social Studies makes this more than just a typical job orientation workbook.

Dubnick, Phyllis. A Job for You. Austin, Texas: Steck-Vaughn Company, 1967.

The book is written at the fifth-sixth grade level. It includes situations usually encountered when selecting a job.

Dwiggins, Boyce H. Practical Problems in Mathematics for Automotive Technicians. Albany, New York: Delmar Publishers, 1972.

Keyed to Olivo & Olivo's Basic Mathematics Simplified, includes updated and expanded problem material. Three units have been added at the end of the workbook: An eight-page section covering repair

orders and shop tickets, plus two course-ending Achievement Reviews. The Instructor's Guide contains solutions to all problem material.

Feinstein, Lloyd L. and Charles H. Maley. It's Your Money - Book I. Austin, Texas: Steck-Vaughn Company, 1973.

Feinstein, Lloyd L. and Charles H. Maley. It's Your Money - Book II. Austin, Texas: Steck-Vaughn Company, 1973.

"A Consumer's Guide to Money Management" is the theme of this two-volume Worktext series that provides adults with a basic study in practical money management. The objective of this unique approach is to help adults improve their skills and attitudes in personal and family money management while reviewing the fundamentals of mathematics at the 6-8 grade level. Problems and exercises throughout each Worktext concentrate on such daily problems as taxation, installment purchases, price-per unit comparisons, budgeting and planning of income spending.

Feirer, John L. Woodworking for Industry. Peoria, Illinois: Charles A. Bennett Company, Inc., 1971.

The textbook is a job-oriented publication about woodworking. There is a workbook accompanying the textbook with exercises pertaining to woodworking.

Ford Motor Company. Ford Buyer's Guide '74 Specifications. Troy, Michigan.

This catalog includes automobiles and other large pieces of equipment and a description of each.

Ford Motor Company. Car Buying Made Easier. 1974.

This book gives basic information for selecting the right size car.

Goble, Dorothy Y. How to Get a Job and Keep It. Austin, Texas: Steck-Vaughn Company, 1969.

This Worktext provides basic information and numerous exercises on how to find a job, make application for it, and successfully complete the job interview. It also includes sound advice and simple checklists on attitudes and habits needed to get along successfully on the job.

Goble, Dorothy Y. You and Your Money. Austin, Texas: Steck-Vaughn Company, 1967.

The adult-oriented reading material and instructional exercises of this Worktext provide sound information about good practices in consumer buying and money management. Vocabulary is on the third-

or-fourth-grade level.

Griffin, Ivan H. and Edward M. Roden. Welding Processes. Albany, New York: Delmar Publications, 1970.

This book deals with performance in the major areas of welding and related technical knowledge. Safety with welding materials is stressed throughout.

Groneman, Chris H. General Woodworking. New York: McGraw-Hill Publications, 1971.

This is an informative book on woodworking. There is a study guide with exercises included with the book.

Groneman, Chris H. and Everett R. Glazener. Technical Woodworking. New York: McGraw-Hill Book Company, 1966.

The book is written at a high school reading level. Sentence and paragraph structure is designed to increase understanding and stimulate interest. The book goes into the technical and industrial field of woodworking.

Gundlach, Bernard H. and others. Mathematics - Primary Level through Grade 8. River Forest, Illinois: Laidlaw Brothers, 1968.

Basic mathematics skills for the primary through the eighth grade level.

Gundlach, Bernard H. and others. Numbers for Beginners, Understanding Numbers, Using Numbers. River Forest, Illinois: Laidlaw Brothers, 1971.

Application of mathematic skills for using and understanding numbers.

Hancock, Dee D. From A to Z. Austin, Texas: Steck-Vaughn Company, 1966.

This book is designed to teach the letters of the alphabet to adults. Each letter is introduced first in the manuscript form and then in the cursive form and is accompanied by meaningful illustrations, basic words to identify sounds, and simple exercises.

Hanson, Margaret J. The Care We Give Our Clothes. Austin, Texas: Steck-Vaughn Company, 1966.

Written at a fifth grade reading level, the book includes situations usually encountered in daily life concerning clothing care.

Holloway, Ruth Love and Elaine H. Stowe. Hello World! Series. Palo Alto, California: Field Educational Publications, Inc., 1973.

This series of books concentrates on the mid-school years from grades 6 to 10. Each booklet explores key occupational areas, evaluates student interests, abilities and attitudes, relates to occupational planning and develops an awareness of socio-economic values.

Horowitz, Herbert S. Working With Wood. Phoenix, New York: Frank E. Richards Publishing Company, 1970.

Basic Worktext with many photographs designed for use with special classes in the wood shop.

Hospital Research and Educational Trust. Being a Nursing Aide - Student Manual. Chicago, Illinois: Robert J. Brady Company, 1972.

One in a series of on-the-job training publications. Contains detailed definitions for teaching a nursing aide program and is well illustrated. Contains pretested instructional material for the basic training of nursing personnel below the level of practical nurse.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day Part I: Checking Accounts. Phoenix, New York: Frank E. Richards Publishing Company, 1966.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day Part II: Savings Accounts. Phoenix, New York: Frank E. Richards Publishing Company, 1966.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day. Part III: Planning Ahead. Phoenix, New York: Frank E. Richards Publishing Company, 1963.

A series of three books on budgeting and banking. Part I partial content: How I Make My Money - What is a Bank - Opening A Checking Account - Writing Checks - Keeping A Record - Endorsing A Check. Part II partial content: Spending My Money - Opening A Savings Account - Making A Deposit - Taking Money Out Of My Account - Finding The Total of My Savings - Letting My Money Work For Me. Part III partial content: Pay Day - My Budget - The Easy Way To Plan - Taking Care Of My Needs - Making Out A Budget.

Hudson, Margaret W. and Ann A. Weaver. On The Job. Phoenix, New York: Frank E. Richards Publishing Company, 1965.

Contains information on Being A Successful Worker - Getting Ready to Go to Work - Dressing for Work - Doing a Good Job - Being Reliable - Making Mistakes - Keeping Safe at Work.

Hunter, William F. and Pauline L. LaFollette. Building Arithmetic Skills. St. Louis: McGraw-Hill Book Company, 1969.

Exercises on basic arithmetic skills from the beginning level up to preparation for the GED.

Jacobs, Clinton O. Engine Theory Student Reference Book. St. Paul, Minnesota: Technical Systems, Inc., 1972.

Reference book for terms which are basic to an understanding of mechanical power. Explains functions of basic engine parts.

Kiplinger, Austin H. Real People At Work. Cleveland, Ohio: Educational Research Council of America, 1974.

Carpenter	Foreman Trainee
Truck Driver	Mechanic Attendant
Oil Driller	Plumber
Auto Body Repairman	Pro-Basketball Player
Welder	Office Worker

The books are divided into six series beginning at below average second grade reading level and goes up to above average third grade reading level. Each book contains case studies of actual men and women doing their jobs.

Knott, Bill. They Work and Serve. Austin, Texas: Steck-Vaughn Company, 1967.

The book is written at the fourth-fifth grade level and contains short reading selections of various job situations.

Kreitlow, Dr. Burton W. Steps to Learning, Book 2. Austin, Texas: Steck-Vaughn Company, 1965.

This book meets the needs of adults in beginning reading, writing, and number study by providing interesting reading and work-type material in sequential order. The simple number of problems reflect such adult activities as counting money, using a ruler, and solving simple addition and subtraction problems. Vocabulary is on first-to third-grade level.

Kubala, Thomas S. Practical Problems in Mathematics for Electricians. Albany, New York: Delmar Publishers, 1973.

This fully updated book is designed to meet the needs of today's trade electrician. The workbook includes two new units and course-ending achievement reviews.

Laubach, Frank C. et al. The New Streamlined English Series. Syracuse, New York: New Readers Press, 1974.

Skill Book 1 - Sounds and Names of Letters
Skill Book 2 - Short Vowel Sounds
Skill Book 3 - Long Vowel Sounds
Skill Book 4 - Other Vowel Sounds
Skill Book 5 - Special Consonant Sounds

An adult reading course consisting of skill books with reading and writing lessons, correlated reading books, and achievement tests from Level 0-5. The series consists of five skill books and five correlated readers.

Lincoln Electric Company. New Lessons in Arc Welding. Cleveland, Ohio, 1957.

This basic-skill text-workbook has been updated to stress teaching-learning points. Step-by-step procedures are supplemented by many large, clear illustrations and line drawings. Safety is stressed.

Luy, Jack A. Practical Problems in Mathematics for Carpenters. Albany, New York: Delmar Publishers, 1973.

This workbook covers math problems essential to the carpentry trades, and includes two achievement reviews at the end of the material. Keyed to Basic Mathematics Simplified, by Olivo & Olivo, review problems and summary reviews conclude each block of instruction.

McMackin, Frank J. and others. Mathematics of the Shop. Albany, New York: Delmar Publishers, 1968.

Students study mathematics as it relates to everyday shop situations.

Marks, John L. and others. Teaching Elementary School Mathematics for Understanding. New York: McGraw-Hill, 1965.

A textbook written at the elementary level for teaching basic mathematics skills.

Minnesota Mining and Manufacturing Company. The Home Pro Brick, Concrete and Stonework Guide. Saint Paul, Minnesota: Automotive-Hardware Trades Division, 1975.

This book gives detailed step-by-step instructions on brickwork which is completely illustrated.

Mitchell, Dr. Eva C. All About the Hall Family. Phoenix, New York: Frank E. Richards Publishing Company, 1970.

A basic reader workbook for adults beginning at the literacy level. The book is valuable to anyone whose reading comprehension is less than grade 4. Units 1 - 5 are planned for learners on the primer and first grade level in reading. Units 6 - 10 are suitable for all who need motivation on the second and third grade levels. Vocabulary tests of all words are included at the end of each unit. The stories relate everyday activities of a worker and his family. The ideas will not become obsolete and the experiences presented are common to readers of all races and regional backgrounds.

John E. Mitchell Company. Availability and Applications Catalog for Heavy Duty Trucks. Dallas, Texas, 1972.

The catalog contains information on heavy duty equipment.

Monroe, Marion and others. Basic Reading Skills. Glenview, Illinois: Scott, Foresman and Company, 1970.

The book covers the three basic reading skills - word study, comprehension, and study skills. It begins at Level 1 and goes up to Level 3.

Mooney, Thomas J. Arithmetic That We Need. Phoenix, New York: Frank E. Richards Publishing Company, 1966.

A 64-page book of arithmetic exercises selected from the first five books of the Getting Along Series of Skills containing material at a slightly higher achievement level.

Mooney, Thomas J. Getting Along Series of Skills. Volume I-A. "After School is Out". Phoenix, New York: Frank E. Richards Publishing Company, 1963.

Mooney, Thomas J. Getting Along Series of Skills. Volume II-A. "Al Looks for a Job". Phoenix, New York: Frank E. Richards Publishing Company, 1964.

Mooney, Thomas J. Getting Along Series of Skills. Volume III-A. "From Tires to Teeth". Phoenix, New York: Frank E. Richards Publishing Company, 1965.

Three effective workbooks stressing activities in Reading, Spelling and Arithmetic.

O'Connor, Grace. Helping Your Children. Austin, Texas: Steck-Vaughn Company, 1966.

The book is written at the fourth-fifth grade level and includes situations dealing with parent/child relationships.

Olivo, C. Thomas and Thomas P. Olivo. Basic Mathematics Simplified. Albany, New York: Delmar Publishers, 1972.

This book may be used to teach a complete mathematics course or a refresher course. The content is widely varied to meet many student needs. The four basic arithmetic processes are outlined as they are used with whole numbers, fractions, and decimals.

Piltch, Benjamin. Application Forms. Phoenix, New York: Frank E. Richards Publishing Company, 1972.

A step-by-step approach to learning how to fill out various types of employment application forms.

Prevo, Helen R. The Happy Housekeepers. Phoenix, New York: Frank E. Richards Publishing Company, 1964.

A reading workbook which tells the experiences of two girls working as domestics in three different households.

Prevo, Helen R. More English That We Need. Phoenix, New York: Frank E. Richards Publishing Company, 1968.

Instruction in simplified comprehensive grammar for the disadvantaged. Content: Punctuation, correct usage, written English and oral English.

Prevo, Helen R. Work for Everyone. Phoenix, New York: Frank E. Richards Publishing Company, 1971.

A vocational worktext in which fourteen young adults discuss their experiences in obtaining employment and describe their jobs. Exercises and tests are printed at the end of each section.

Putnam, Mildred. Working With Word Patterns. Austin, Texas: Steck-Vaughn Publishing Company, 1967.

This book builds upon the structures of words and sentences while introducing important economic information.

Robertson, M.S. Adult Reader, Revised. Austin, Texas: Steck-Vaughn Company, 1972.

Designed to teach adult beginners to read, this book features a basic vocabulary of words most frequently used by adults.

Schell, Frank R. Practical Problems in Mathematics Metric System. Albany, New York: Delmar Publishers, 1975.

One of a series of occupationally-oriented workbooks. Designed for teaching the metric system, the material is suitable for any student from the junior high school level up to the two-year college level.

Schneider, Bernard. Getting and Holding A Job. Phoenix, New York: Frank E. Richards Publishing Company, 1974.

A comprehensive Worktext developed especially for the young adult getting ready to enter the business world. After study, the book is designed to be retained by the reader as a source of special information in such matters as fringe benefits, social security, unions, methods of salary payment, payroll deductions, federal income tax and other job related experiences.

Shea, James T. Basic Essentials of Mathematics - Part One. Austin, Texas: Steck-Vaughn Company, 1975.

Shea, James T. Basic Essentials of Mathematics - Part Two. Austin, Texas: Steck-Vaughn Company, 1975.

These two workbooks are designed to enable the student to master the basic mathematical concepts and skills in a minimum amount of time. Detailed illustrations are provided showing how certain types of problems should be solved and practical problems are also given.

Shea, James T. Working With Numbers - Book 4. Austin, Texas: Steck-Vaughn Company, 1974.

The Worktext at grade level 4, is oriented to help students develop computational skills in arithmetic. Practice is provided in all the basic arithmetic skills. Numerous checkup exercises are provided to measure the student's progress.

Shea, James T. Working With Numbers - Heptagon. Austin, Texas: Steck-Vaughn Company, 1973.

Shea, James T. Working With Numbers - Hexagon. Austin, Texas: Steck-Vaughn Company

Shea, James T. Working With Numbers - Octagon. Austin, Texas, Steck-Vaughn Company, 1973.

Shea, James T. Working With Numbers - Pentagon. Austin, Texas: Steck-Vaughn Company, 1973.

Shea, James T. Working With Numbers - Refresher. Austin, Texas: Steck-Vaughn Company, 1973.

Each Worktext in this series is oriented to help students develop computational skills in arithmetic. Practice is provided in all the basic arithmetic skills. Numerous examples, illustrations, and short-cuts are given. As new lessons are presented, they are clearly explained, and all new terms are defined. Numerous checkup exercises are included to measure the student's progress. The grade level of each book is: Pentagon - 5, Hexagon - 6, Heptagon - 7, Octagon - 8, and Refresher-High School.

Sioux Tools, Inc. Sioux Tool Catalogue No. 73-74. Sioux City, Iowa.

This is a catalog listing tools and accessories and contains a full description of each item pictured.

Skelley, Esther G. Medications and Mathematics for the Nurse. Albany, New York: Delmar Publishers, 1971.

In this revised text-workbook, related mathematics for calculating dosages is provided in the front of the book. The latest drug information has been included along with updated photographs, and expanded unit content in keeping with current trends.

Slater, Harry. Plumbing 1. Albany, New York: Delmar Publishers, 1958.

This revised text provides students with an understanding of basic plumbing principles and how they relate to the wide variety of existing pipe systems, fixtures and appliances. Revisions include updated illustrations, the addition of performance objectives and new metric system data.

Smartt, James L. Length Measurement. Palo Alto, California: Go-Power Systems, 1969.

The purpose of this book is to assist a person in learning about measurement systems and length measurements.

Spitze, Hazel Taylor and Patricia H. Rotz. We Are What We Eat. Austin, Texas: Steck-Vaughn Company, 1966.

Designed especially for adults, this Worktext provides informative reading material and instructional exercises about meal planning, the selection and preparation of foods, and economical shopping habits.

Spitze, Hazel Taylor and Patricia H. Rotz. Where Does the Money Go. Austin, Texas. Steck-Vaughn Company, 1969.

This Worktext utilizes stories of three neighboring families to present sound ideas on money management and wise consumer buying. Exercises following each reading selection permit the individual to demonstrate his comprehension of the reading material and to express his ideas or interpretation of the preceding story situation.

Standard Handling Devices, Inc. Catalog and Equipment Guide. Medford, Massachusetts: Langley Corporation, 1975.

This book contains various equipment for storage, shops, trucks, and other related materials. There is a description and an illustration of each piece of equipment.

Steck-Vaughn Editorial Staff. Steps to Mathematics - Book One. Austin, Texas: Steck-Vaughn Company, 1969.

Steck-Vaughn Editorial Staff. Steps to Mathematics - Book Two. Austin, Texas: Steck-Vaughn Company, 1969.

These two workbooks are written especially for those who need to increase their knowledge of mathematics at the beginning level. Basic concepts of our number system and meaningful practice in performing the fundamental operations using only whole numbers are provided.

Stephenson, George E. Small Gasoline Engines. Albany, New York: Delmar Publishers, 1973.

In-depth coverage of recent developments include the addition of horizontal and vertical crankshaft engine design; updated revisions on characteristics of gascline; recent API oil viscosity classifications; latest details on solid state ignitions and how they effect spark plug wear; the latest manufacturer's specifications; plus a completely new unit on the rotating combustion Wankel engine.

Storms, Earl R. Math Made Easy. Phoenix, New York: Frank E. Richards Publishing Company, 1972.

A workbook designed for the educable mentally retarded. High interest, limited reading and associative presentation. Each page builds in sequences and reinforces the skills and the fact retention of the previous page. A systematic approach for teaching addition and subtraction.

Sunset Books. Basic Home Repairs. Menlo Park, California: Lane Brooks, 1971.

The book gives instructions on how to make minor home repairs. It contains numerous illustrations.

Throop, Sara and Kathryn Hunter. Service Occupations. Phoenix, New York: Frank E. Richards Publishing Company, 1974.

According to the most recent statistics from the United States Department of Labor, the greatest increase in job opportunities will take place in service occupations. This workbook tells step by step just how any young adult can make an important place for himself or herself in today's world. Although dealing with mature subject matter, the vocabulary is controlled at a low reading level.

Turner, J. Howard (ed). Small Engines. Athens, Georgia: American Association for Vocational Instructional Materials, 1971.

The purpose of this book is to help a person gain a practical working knowledge of small gasoline engines.

Udvari, Stephen S. Being a More Effective Person. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. Being an Informed Citizen. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. Communicating With Others. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. Understanding Yourself. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. Where To Go, Who To See, What To Do. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. Working With Others. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. Your Family. Austin, Texas: Steck-Vaughn Company, 1974.

Udvari, Stephen S. and Janet Laible. Buying Guides. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. and Janet Laible. Family Money Management. Austin, Texas: Steck-Vaughn Company, 1973.

Udvari, Stephen S. and Janet Laible. Health, Safety and Sanitation. Austin, Texas: Steck-Vaughn Company, 1973.

The books listed above are the "Family Development Series". Each book is written on a fourth-to sixth grade level. Mathematics, English, social studies, economics, health, and reading are essential parts of this ten-book series and how these subjects relate to the problems adults have to face every day. Each consumable book focuses on a particular area of personal, family, or community living and introduces the student to practical situations that might be encountered in everyday life. By analyzing the situations and problems of others, the adult will acquire greater insight into strategies for solving his own problems.

Vocational Curriculum Development and Research Center. Unit I General Course - The Plumbing and Pipe Fitting Industry. Natchitoches, Louisiana.

This is an informative book on plumbing. The book contains basic mathematics problems and numerous illustrations.

Wasdyke, Dr. Raymond G. and Gerald D. Snyder. The Four-Cycle Engine. Farmingdale, New Jersey: Buck Engineering Co., Inc., 1973.

This is a laboratory manual on operating, testing, and evaluating small internal combustion engines. It is written at a high school reading level.

Weaver, Ann A. Planning Meals and Shopping. Belmont, California: Fearon Publishers, 1970.

An informative book on planning and preparing meals, and basic consumer practices.

Whaley, R. F. Health For Happiness. Austin, Texas: Steck-Vaughn Company, 1966.

This book is at the fifth-sixth grade level and includes interesting and enlightening situations usually encountered in daily life relating to health.

Wool, John D. The Bank Book. Phoenix, New York: Frank E. Richards Publishing Company, 1973.

A fully illustrated, comprehensive Worktext on understanding banking. Partial content: Choosing a Bank - Savings Accounts - Checking Accounts - Safe Deposit Box - Travelers' Checks - Loans - Christmas Club - Savings Bonds - Money Denominations.

Wool, John D. and Raymond J. Bohn. Useful Arithmetic Volume 1. Phoenix, New York: Frank E. Richards Publishing Company, 1972.

The book contains practical application of basic math skills. Content: A Grocery Bill - Buying Household Goods - Buying Clothes - Comparing Prices - Mailing Letters - Savings Bonds - Laundry Bills - Electric Bills - Drycleaning Bills - Work Week and Pay - Wage Deductions - Checking a Sales Slip - Figuring Out Dues (Union) - Cost of Car Transportation - Cost of Bus Transportation - Cost of Train Transportation - Figuring Out the Number of Days - Eating in a Restaurant.

Wool, John D. Using Money Series - Book I - Counting My Money. Phoenix, New York: Frank E. Richards Publishing Company, 1968.

Wool, John D. Using Money Series - Book II - Making My Money Count. Phoenix, New York: Frank E. Richards Publishing Company, 1968.

Wool, John D. Using Money Series - Book III - Buying Power. Phoenix, New York: Frank E. Richards Publishing Company, 1968.

Wool, John D. Using Money Series - Book IV - Earning, Spending and Saving. Phoenix, New York: Frank E. Richards Publisning Company, 1968.

A series of four workbooks completely revised, but dealing with the same money concepts, skills and management as the 1968 editions.

Book I partial content: Recognition of Coins - Relative Value - Comparing and Writing Amounts of Money - Totaling Groups of Coins.

Book II partial content: Coin Problems - Making Change - Adding Your Purchases - Counting Change from Bills - Buying School Supplies - Chuose the Correct Change.

Book III partial content: Buying Food - Buying Household Goods - Buying Clothes - Comparing Prices - Figuring the Costs of Tools - Your Allowance.

Book IV partial content: Working Part Time - Spending My Money - Your Wage Deductions - Saving Your Money - Planning Your Spending - Banking Services.

Wool, John D. and Raymond J. Bohn. Learning About Measurement. Phoenix, New York: Frank E. Richards Publishing Company, 1969.

Worktext dealing with common measurement concepts. Partial Content: Kinds of Measurement - Tools of Measurement - The Ruler - Liquid Measurement - Solid Measurement - Other Measures - Measuring Temperature - Time as a Measure - Table of Measurements.

Wool, John D. and Raymond J. Bohn. Learning About Time. Phoenix, New York: Frank E. Richards Publishing Company, 1969.

Practical instruction in time concepts - includes clock face with movable hands. Partial Content: The Face of the Clock - Telling and Writing Time - Clocks with Roman Numerals - Writing A Date.